**Getting Started with your *NEW* Interactive Projector:**

*Here are some steps to follow to start using your interactive projector:*

1. Login to your teacher account on your computer.
2. Turn on your projector using the remote control.
3. If your computer image is ***not*** already projected onto the white board, double-click on the desktop icon “**Connect to a Projector**” and then select “**Duplicate.**”

*Now you will be able to display, what’s on your computer, on the white board. To enable the interactive pen:*

1. If the interactive pen is **not already working** on the whiteboard, double-click on the desktop icon “**Easy Interactive Driver 1.10.**” Doing this sends a signal from the pen to the projector and turns the pen on (however, this should automatically happen when you log into your account).



1. Double-click on the desktop icon “**Easy Interactive Tools 2.0.**” You will be given a toolbar that allows you to annotate over documents, websites, etc. and gives you a blank whiteboard to use for note-taking.

**Contact Information:**

Keith Baisley

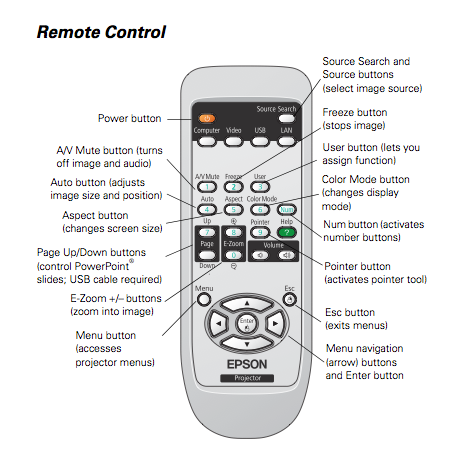
*Technology Facilitator*

**Email:** [kbaisley@acsdny.org](mailto:kbaisley@acsdny.org)

**Cell #:** (845) 243-1428

*What comes with the interactive projectors?*

1. **Remote Control for the Projector:** **2. Interactive Pen/Pen Tray:**



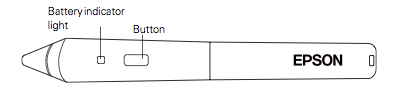
Do not press the button while using the pen on the board. The button is only used to perform the right-click function on the board.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

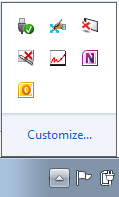
**These are the only two buttons you will have to use on this remote.**

**3. 4 AAA Rechargable Batteries and a Battery Recharger:**

Two AAA Bateries are in the pen, the other batteries should be charging so that you will always have fresh batteries to use.

**Troubleshooting:**

Press the button on the pen to test the battery. If the indicator light is green, the battery has sufficient power.

If for some reason your pen is not working, report it to your SysOp immediately. The SysOp will have several extra interactive pens available and the pens are universal to any Brightlink interactive projector.

If your pen does not appear to be responding correctly to the board, it most likely needs to be recalibrated. To do this you first will have to click the small arrow towards the bottom-right corner of your computer screen. A larger menu with icons should now appear. Click on this icon, select “Normal Calibration,” and follow the steps on the screen to complete the calibration. (**\*\***If the icon has a red “x” on it, like this one, you probably either have a connection problem or the batteries in the remote are dead. Contact me or your building’s SysOp if the problem persists).

**Additional Tips/Tricks for Using the Interactive White Board:**

*1. If you constantly use programs such as Microsoft Word or Microsoft PowerPoint:*

 Instead of using the “Easy Interactive Tools 2.0,” try using the “Review” tools in MS Word and PowerPoint. Open up the document you would like to work with and look for the “Review” tools located towards the end of the ribbon.

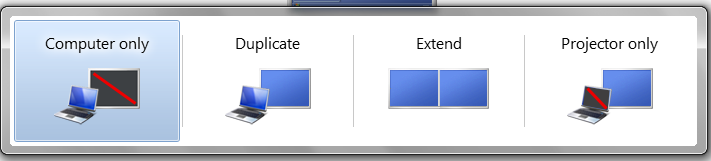


Once you select “Review,” look for the icon on the far-right that says “Start Inking.” Select this icon and you will be given a new toolbar with several similar options. You will have access to a highlighter, ballpoint pen, marker, eraser, etc.

The reason that these tools work better than the “Easy Interactive Toolbar,” is because the inking tools allow your annotations and notes to become embedded on the document. Now when you save your notes, the “inking” that you’ve added to the page saves with it, and you can also go back and edit, or even erase, those notes. In comparison, the “Easy Interactive Toolbar” will only let you save your notes/annotations as image or .pdf files, meaning you can always open the files, but you won’t be able to edit them.

*2. You want to show a video, give a “do now,” etc. on the IWB and take attendance at the same time:*

If you’re like most teachers, you like to take attendance at the beginning of class. However, you also may like to give your students something to do during those first few minutes. There is a way to do both. If you select the “Connect to a Projector” icon on your desktop, you will see four options. Select the option “Extend.” By doing this you have extended your computer screen to include the IWB, instead of just duplicating the image (your board should blank at this point).



Any window that you drag off your computer screen to the right will now appear on your IWB (it becomes an extension of your computer screen). Open your “do now” word/powerpoint documents or a video, drag it off to the right, and you will still have access to your computer screen and no one will be able to see you taking attendance or checking emails. Just remember that you will not be able to use your pen on IWB when it is in “extend” mode and I would always suggest you get in the habit of switching back to duplicate after you are done with whatever you were doing. **NOTE:** *For some computers the extended image becomes your computer screen. Just follow the directions backwards in this case (i.e. open SchoolTool or your email on the IWB and drag it to the right to have it appear on your computer screen).*

**Frequently Asked Questions:**

**What is the life span of an average bulb in the projector and how much is a replacement?**

The average bulb lasts between 2500-3500 hours (it will last closer to 3500 hours when we set the projectors to ECO mode). The lamp costs $169 on the EPSON website.

**How long will the batteries last in the interactive pen?**

The average life span of the batteries in the pen is around 2 months. Included with the projection system are (4) rechargeable batteries and a charger. When two of the batteries are in use, the other two should be charging.

**How often does the board require calibration?**

The board must be calibrated when it is first used. After that it should not have to be calibrated unless the aspect ratio or projected image changes, or the projector is moved for some reason.

**What is the difference between a normal and an advanced calibration?**

A normal calibration used 25 calibration points and an advanced calibration uses 49 points. A normal calibration is appropriate for most situations; advanced calibration just gives you advanced accuracy.

●●●

***Important:***

**\*\*\* This new whiteboard is designed to be used with the interactive projection system. Please use the pen included with the projector as virtual ink.  Do not use standard dry erase pens on this board! \*\*\***

●●●